

**BY ORDER OF THE COMMANDER
439TH AIRLIFT WING**

**439TH AIRLIFT WING
INSTRUCTION 33-201**



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Communications and Information

**WESTOVER ARB NETWORK SECURITY
PROGRAM**

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(Col. Michael R. Mounts)

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This instruction implements Air Force Policy Directive (AFPD) 33-2, *Information Assurance (IA) Program*. This instruction establishes system security for the 439th Airlift Wing (439 AW) Local Area Network (LAN), defines network security directives, and specifies required security countermeasures. It further addresses the minimum security measures for systems interfacing with the LAN. It defines the network security measures to ensure security, confidentiality, and integrity of information obtained, created, or maintained by the LAN, and assures its service availability. Information includes all electronically stored and printed files contained on servers, micro- and minicomputers, and mainframes. This instruction applies to all users of the Westover Air Reserve Base (WARB) LAN. Failure to comply with this instruction could result in revocation in part or entire network privileges depending on the severity. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF 847 to 439 CS/SCO, 250 Jenkins Street, Box 29, Westover ARB, MA 01022-1842. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed.

Changes to this instruction include restructure to **Table 1**, Key Assignments; replaces references to AFI 33-202, *Computer Security* with AFI 33-200, *Information Assurance (IA) Management*; replaces title of Workgroup Manager (WM) with Client Support Administrator (CSA); defines data encryption device in paragraph 6.1. Numerous paragraphs have been rewritten and added.

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1. Introduction. Since the Department of the Air Force has classified network systems as weapons, security measures must be implemented to protect these resources. Computer Security (COMPUSEC) protects computers and everything associated with it. Most importantly, COMPUSEC protects the information stored in the system. All users of the systems and information contained therein must share the responsibility for the security, integrity, and confidentiality of the systems and the information. COMPUSEC is achieved by complying with this instruction.

2. Mission. The mission of the WARB LAN is to support the electronic creation, transfer, sharing, storing, and presentation of information by using networked personal computers and commercial off-the-shelf software. The WARB LAN is a general purpose, multi-user system used by the 439 AW, its groups and squadrons, all wing staff agencies, and tenant organizations. It provides access to a myriad of electronic services (such as electronic mail (e-mail), word processing, spreadsheets, electronic forms, and databases) and a gateway to the Internet. As a result, the WARB LAN provides users with the tools to improve business processes, resulting in increased efficiency and effectiveness. Therefore, this instruction was developed to provide LAN users, Client Support Administrator (CSA), and administrators with a pragmatic security directive, realistic guidelines, and the tools necessary to accomplish their mission.

3. Applicability and Scope. This instruction provides the minimum WARB LAN computer security requirements and establishes the set of rules and practices to regulate management, protection, and distribution of data entrusted to the network. The policies stated in this instruction apply to everyone administering and/or using the LAN.

4. Relationship to Other Publications. The National Computer Security Center standards and guides (Rainbow-series), Department of Defense (DoD) directives, Air Force Systems Security Instructions (AFSSI), and Air Force Systems Security Memorandums (AFSSM) govern the operation and management of information systems. The provisions of this security instruction and any user-developed operating instructions do not replace the requirements contained in Air Force and DoD-level documents. If there is a conflict, the requirements in higher-level publications govern. Report the conflict to your unit Information Systems Security Officer (ISSO).

5. Appointments. It takes personnel assigned specific duties to maintain proper security to the WARB LAN. The following table describes key assignments

Table 1. Key Assignments.

Appointment	Who/What Appoints:
Information System Owner	HAF or MAJCOM/CV – AFI 33-210, paragraph 2.6.
Information Assurance Managers	DAA – AFI 33-210, paragraph 2.14.
Client Support Administrator	AFI 33-210, paragraph 20.15.

6. Basic System Facts. The following basic system information describes the WARB LAN.

6.1. Authorized Data on the LAN. The WARB LAN will not be used to process unencrypted classified information. Classified information must be encrypted through the use of Tactical Local Area Network Encryption (TACLANE) before being allowed to move through the WARB LAN. Sensitive information is the highest level of unencrypted data authorized on the LAN. In essence, sensitive information is that information which does not rise to the level for which it requires protection as classified information. However, it generally is that type of information that can impact the national interest, conduct of Federal Programs, or individual privacy entitlements. Typically, sensitive information includes, but is not limited to, that protected by the Privacy Act of 1974, privileged data, proprietary data, and For Official Use Only (FOUO) data.

6.2. Minimum User Clearances. WARB LAN access is based on the key concepts of “authorization” and “need-to-know.” Users must have a completed National Agency Check (NAC) or equivalent prior to requesting access to the WARB LAN.

6.2.1. Need-to-know access to unclassified or sensitive information must be based on either an explicit written authorization or implicit authorization derived from the individual’s official duty assignment. Refer to AFI 33-200, *Information Assurance (IA) Management*, paragraph 3.23., for additional information.

6.2.2. Government contractors will not be given access to any information accessible on the WARB LAN unless first approved through proper channels. Approval for contractor access will be worked through the appropriate contracting officer and approved only when required to satisfy the terms of the contract.

6.2.2.1. The contracting office is responsible for obtaining appropriate nondisclosure agreements and for ensuring the requirements of the Privacy Act of 1974 and other laws protecting information are enforced when it is necessary for contractors to have access to sensitive information on the WARB LAN.

6.2.2.2. All Client Support Administrators (CSA), System Administrators (SA), and 439th Communications Squadron Network Control Center (439 CS/SCO) personnel working with contractors should maximize use of discretionary access controls. **Note:** The 439CS/SCO is commonly referred to as the NCC.

6.2.3. A new user account is requested by the individual’s supervisor through the CSA in coordination with the Unit Security Manager by completing a worksheet located at Y:\1 – WARB\MSG\CS\Base Population\New User Request.

6.2.3.1. CSAs will license network users using the training requirements in AFI 33-115, Volume 2, *Licensing Network Users and Certifying Network Professionals*.

6.2.3.2. Authorization is validated when a CSA notifies the NCC that an individual requires WARB LAN access to perform official duties, has a NAC on file, has been licensed as a network user, and that a personal user ID (PUID) should be issued. Requests will be made by the CSA to the NCC via Remedy once all requirements are met.

7. Assurance. Assurance is the measure of confidence that the security features and architecture of the WARB LAN accurately mediate and enforce the security directives. Assurance is established by certification and accreditation (C&A) of the WARB LAN and is maintained through compliance with AFI 33-200.

8. Accountability. The LAN operating system software will maintain an automated audit trail that can be used to report COMPUSEC related activities. This will ensure personnel with access to the LAN can be held accountable for their actions.

8.1. Only a subset of all available WARB LAN auditable events will be activated for full-time auditing. The focus used to select the auditable events is based on providing the ability to monitor specific security features and is primarily directed at auditing the granting and modification of user security rights and security attributes.

8.1.1. Although CSAs, SAs, and NCC personnel will be audited in greater detail due to their LAN privileges, all WARB LAN users will be audited to some degree to include events such as logging in and out of the LAN.

8.1.2. Additionally, the SA and/or NCC personnel will terminate access when unauthorized user activity is detected. The audit trail will be of sufficient detail to reconstruct events to determine the cause or magnitude of the compromise should a security violation or malfunction occur.

8.1.3. Auditable Events. The following comprise auditable events:

8.1.3.1. Use of account login and logout.

8.1.3.2. Actions to create, modify, copy, execute, or delete programs, directories, or files.

8.1.3.3. Actions taken by SAs, CSAs and NCC personnel. Examples include adding a user, changing user rights, or performing file server restarts.

8.1.3.4. Any event that attempts to change the security profile of the system. Examples include changing access controls (rights or attributes) to files, directories, and user discretionary access, or changing a user password.

8.1.3.5. Any event that attempts to violate the security directives of the system. Examples include too many attempts to login or attempts to violate the access control limits of a device.

8.1.4. Passwords, or character strings incorrectly given as passwords that might possibly expose the password, shall not be recorded in the audit trail.

8.2. Specific Audit Information. The audit trail will record the following minimum information for each auditable event. Only the DAA can grant authorization for anyone to disable auditing or change their configured audit mechanisms.

8.2.1. Date and time of the event.

8.2.2. Unique identifier of the user or device generating the event.

8.2.3. Type of event.

8.2.4. Success or failure of the event.

8.2.5. Origin (workstation ID) of the request for identification and authentication events.

8.2.6. Name of the program or file introduced, addressed, or deleted.

8.2.7. Description of actions taken by the SAs and computer system security officers.

8.3. Audit Review. The SAs, CSAs, and NCC personnel will review audit data in accordance with current Information Conditions, INFOCON level. They will review the following: patterns of access to individual objects, access histories of specific processes and users, use of various protection mechanisms and effectiveness, repeated attempts to bypass protection mechanisms, and monitor use of privileges.

8.4. Protection of Audit Files. Audit data files and products will be protected as sensitive information.

8.5. Deletion of audit trails and events is prohibited. No one is authorized to delete audit trails or events.

9. Access Control.

9.1. Method of Access Control. A combination of physical security, personnel security, and system security mechanisms will be used to control access to the WARB LAN. Users must properly identify and authenticate before accessing the WARB LAN. The method of access control for the LAN is a combination of using the common access card (CAC) and personnel identification number (PIN). For systems that are not capable of authenticating using CAC, a waiver may be issued to assign a personal user login ID (identification) and a unique password (authentication).

9.2. Identification. All users on the WARB LAN will have a unique CAC or username.

9.3. Authentication. All user login attempts must be authenticated by use of a password or PIN if accessing system with CAC.

9.3.1. Password Generation. The NCC generates the initial password for a new network user and functional system SAs generates the initial password for users of a functional system. Users will generate their own passwords after the initial password assignment.

9.3.2. Password Composition. User passwords must be at least nine characters while service account passwords must be at least 15 characters. Each must contain at least two uppercase characters, two lowercase characters, two numbers, and two special characters (@, &, +, etc.).

9.3.3. Password entry will not be automated. For example, do not place your password in a login script or batch file. If you use a program that caches or automatically stores

passwords, such as Microsoft Windows 95, the Password Caching feature must be disabled.

9.3.4. Password Security. The life cycle, lockouts, and protection of passwords will be set per AFMAN 33-223, *Identification and Authentication*.

9.3.5. Login Banner. The network or information system must display, to each user attempting use or access, a warning about unauthorized use of DoD computer systems and a consent to monitoring statement. See AFI 33-219, *Telecommunications Monitoring and Assessment Program (TMAP)*, Attachment 3, paragraph A3.3.6., for the mandatory statement. Systems not capable of displaying the full statement must comply with AFI 33-219, Attachment 3, paragraph A3.3.6.2.

9.4. Discretionary Access Control (DAC). DAC is the capability to restrict LAN user access to specific directories and files. This implements the principle that a user should be given only those privileges or accesses that enable the user to do their job. DAC guards against need-to-know violations.

9.4.1. CSAs, SAs and NCC personnel will implement DAC by using the “rights and attributes” features of the operating system.

9.4.1.1. Users will not be placed in the administrator group or given root access to workstations attached to the WARB LAN.

9.4.1.2. If functional applications require users to have administrator level access to operate, the CSAs, and SAs, with, if needed, assistance from NCC personnel will configure operating systems to allow users enough access for the application to operate without giving them administrator level access.

9.4.1.3. If functional applications require users to have administrator level access to operate, the CSAs will coordinate with the NCC to implement a 3rd party solution.

9.4.1.4. The DAA can issue waivers to applications or functional systems that cannot meet this requirement.

9.4.2. All workstations connected to the WARB LAN will have, at a minimum, CEF_Domain Admins, CEF_PC Technicians, Domain Admins and Enterprise Local Admins placed in the administrator group.

9.4.3. All servers connected to the WARB LAN will have, at a minimum, CEF_Domain Admins, Domain Admins, and Enterprise Local Admins groups placed in the administrators group.

9.5. Closing User ID Accounts. LAN user ID accounts and passwords will be deleted when the user out processes from WARB, or when a user no longer requires access to perform official duties.

9.5.1. An individual not required to out process through the NCC must have their supervisor send an email to 439CS.SCBN@westover.af.mil identifying the user for deletion.

9.5.2. Supervisors of organizations not required to out process through the NCC (contractors, Numbered Air Forces, and tenant organizations) must send an email to 439CS.SCBN@westover.af.mil identifying the user for deletion.

9.6. Inactive User Accounts. The NCC will disable any user accounts inactive for 60 days. Any account that is still inactive for another 30 days will be deleted unless:

9.6.1. The CSA specifics with a valid justification “DO NOT DELETE” in the description field of the users account.

9.6.2. The CSA will accomplish this action on a weekly basis.

9.7. Simultaneous User ID Logins. WARB LAN users will limit logging in to only one workstation at a time. There are very few instances where simultaneous logins are necessary. Individuals who have a valid duty requirement (e.g., NCC personnel, CSAs) will be authorized to simultaneously login from multiple workstations. Fully justified requests for a single LAN user to simultaneously login from multiple workstations must be in writing and approved by the NCC.

9.8. Network Connections.

9.8.1. General Information.

9.8.1.1. Screen Savers. All workstations connecting to the WARB LAN will have an active password protected screen saver. The screen saver is configured to activate after ten minutes of inactivity through the Group Policy.

9.8.1.2. Anti-Virus. All workstations and servers connecting to the WARB LAN will have the current, prescribed anti-virus software installed and managed. Any workstation or server connecting to the WARB LAN without the current prescribed anti-virus software installed and managed will be automatically disconnected from the WARB LAN during the login.

9.8.2. Modem Connections.

9.8.2.1. The use of modems to connect to workstations or servers directly connected to the WARB LAN is not permitted. Users will access the LAN primarily through on-base terminals or through the Air Force Reserve Command (AFRC) Remote Access Server (VPN). Users requiring access systems connected to the WARB LAN through the use of modems must meet specific mission requirements.

9.8.2.2. At no time will a server, workstation, or laptop use a modem to connect to systems outside the WARB LAN while the system is physically connected to the WARB LAN. For example, a laptop connected to the WARB LAN via a LAN cable or wireless network interface card (WNIC) cannot connect to an Internet Service Provider or another base using the modem as long as the LAN cable or WNIC is connected.

9.8.2.3. Procedures to request Virtual Private Network (VPN) access to the WARB LAN can be found in VPN Access Procedures.doc located on the Y:\1 - WARB\MSG\CS\Base Population\NCC Knowledge Base\Consent Forms\ . During increased INFOCON levels, VPN services will be restricted or even terminated. When VPN services are restricted, access will be limited to GSUs, remote recruiters, and group/unit commanders. Other users requiring access due to mission essentialness must submit their request to 439CS.SCB@westover.af.mil where the request will be reviewed for approval.

9.8.3. Internet Protocol (IP) Addresses. The unauthorized use or change of an IP address is prohibited without prior coordination with the NCC. Violations will result in termination of the offending user's access to the WARB LAN with reinstatement only by a digitally signed and encrypted electronic request of the user's organizational commander.

9.8.4. Internet Access. All Internet traffic accessing sites not connected to the WARB LAN will go through the AFRC proxy server, located at HQ AFRC. All Internet usage will be per AFI 33-129, *Web Management and Internet Use*.

9.8.5. Joining and removing computers from the domain.

9.8.5.1. The NCC and CSA technicians are the only personnel authorized to join a computer to the domain.

9.8.5.2. Any computer not connected to the domain (i.e. powered on and connected to the LAN) for a period greater than 60 days will be removed from the domain by NCC personnel.

9.8.5.3. Rejoining the computer to the domain will be accomplished by authorized personnel after the computer has been updated with the current security patches and virus definitions.

10. Personnel Security.

10.1. Security Clearances. Security clearances are not required to access the WLAN, nevertheless, users must have a favorable background investigation (National Agency Check, Single Scope Background Investigation) per AFI 31-501, *Personnel Security Management Program*.

10.2. Clearance Suspension or Administrative Action. A supervisor will notify the CSA when an individual has had their security clearance suspended or has received an administrative punishment (e.g., Article 15). The CSA will immediately notify the NCC. The NCC will disable the account and the individual will temporarily lose their privileges to the WARB LAN. A determination will be made by the System DAA/Wing Commander to suspend access to the LAN, or re-enable the account. The NCC, CSA and user will be notified, in writing, or through electronic means of the final determination.

10.3. Clearance Revocation. In the event an individual loses their security clearance, access to the WARB LAN will be immediately removed and actions will be taken per AFI 33-115, Volume 2, paragraph 5.3.1.

11. Hardware.

11.1. File Server Access. Physical access to servers will be limited to authorized personnel only, such as functional SAs, NCC personnel and authorized maintenance personnel. To ensure servers are accessible only to authorized personnel, physical access should be restricted by placing them in a lockable enclosure such as a room, closet, or cabinet.

11.2. Resource Protection. The first line of defense for protecting valuable assets is resource protection. To prevent misuse, abuse, or theft, system hardware will be located in facilities that can be physically secured or locked.

11.3. Major Additions/Modifications to Network Hardware. The NCC will assess all additions and modifications to major WARB LAN hardware components. After the assessment is complete, the NCC will either recertify or not certify the recommended addition or modification when the package is submitted to the DAA for approval. This requirement does not apply to the connection of user terminals or peripheral devices.

11.4. Hardware Inventory. Organizational Equipment Custodians (EC) will ensure that any piece of equipment (regardless of cost) that meets the definition of IT and connects to an AF network must be report to the Equipment Control Officer (ECO). The ECO will update the ECs account to reflect current inventory using the Asset Inventory Management (AIM) system. See AFI 33-112, *Information Technology Hardware Asset Management*, for additional inventory requirements.

11.5. Hardware Maintenance. Only authorized maintenance personnel, (e.g., SAs, NCC personnel, CSAs, and government-approved vendors) will perform hardware maintenance on WARB servers, workstations and peripherals.

11.5.1. No individuals other than NCC personnel or government-approved vendors, accompanied by NCC personnel, will perform hardware maintenance on any WARB LAN backbone or infrastructure hardware (e.g., hubs, switches, modems, LAN drops).

11.5.2. Individual LAN users will not perform hardware maintenance or modifications without the express approval of the CSA, OCM or NCC.

11.5.2.1. Additionally, vendor maintenance personnel will not be given unescorted access to sensitive information storage media or products during the repair or testing of system components.

11.6. Hardware Configuration Control. The LAN Manager is responsible for ensuring network hardware configuration control is in place and maintained.

11.7. All network cabling is accomplished by a contractor under the direction of the 439 CS Plans (439 CS/SCO).

12. Software.

12.1. Making Backup Copies of Original Network Software. Any duplication of commercially licensed software, except for backup purposes, is a violation of Federal copyright laws.

12.2. Archiving (Backup) of NCC Servers. At a minimum, a daily incremental backup will be made for data files on each WARB LAN server maintained at the NCC, with full backups done at least once a week.

12.3. Archiving (Backup) of User Files. Users are encouraged to periodically backup their personal files. This is especially true for data files, which are located on their workstation hard drive (e.g., C:\ drive), since workstation files are not backed up in any way by the WARB LAN file server backup process.

12.4. Software Certification. All network operating system and application software that specifically interacts with the WARB LAN, must receive an Authorization to Operate (ATO) and Authorization to Connect (ATC) from the Air Force Network Integration Center (AFNIC) prior to its installation on systems connected to the WARB LAN. Network and

application software testing will be accomplished by AFRC and AFNIC and the NCC as directed from AFNIC to ensure the new software does not circumvent existing Enterprise security features or adversely affect the operation of the WARB LAN. Contact the Information Assurance office for specifics regarding approved software.

12.5. Software Configuration Control. The NCC is responsible for ensuring network software configuration control is in place and maintained. At the direction of the DAA, NCC personnel will perform periodic inspections to ensure compliance with all advisories, bulletins and other compliance messages.

12.6. Unauthorized Software. Only government approved software is authorized on the WARB LAN. Games and pornographic software are unauthorized and will not be installed on any computer or file server. Unless approved by the NCC and the DAA, freeware, personal software, or shareware will not be authorized on the WARB LAN file servers or workstations.

12.7. Using Government Owned Software for Personal Projects. The DAA, group or unit commanders, or staff agency chiefs must approve any use of government computer equipment for personal educational projects, job-hunting, or similar uses. All such approvals must set out the limitations found in DoD 5500.7-R, *Joint Ethics Regulation*, Chapter 2, Section 3, paragraph 2-301.

12.8. Commercial Off-The-Shelf Software (COTS). All COTS installed on WARB computer systems will be in compliance with the software license and maintained per AFI 33-114, *Software Management*.

12.9. Virus-Scanning of Workstations and Servers. Per AFSSI 8502, *Organizational Computer Security*, the use of antiviral software is mandatory. System Administrators (SA), Unit COMPUSEC Manager (UCM) and Information System Security Officers (ISSO) will ensure that each server and workstation will have antiviral software to provide virus protection for WARB LAN users. They will ensure the antiviral software is kept up-to-date, managed and configured to NCC specifications.

13. Marking/Labeling.

13.1. Labeling Removable Storage Media. Mark all removable storage media (floppy diskettes, tapes, and hard drives) per AFI 31-401, *Information Security Program Management*.

13.2. Marking/Labeling Controlled Unclassified Information. "FOUO," "Sensitive but Unclassified" information, and "Sensitive Information," as defined by the Computer Security Act of 1987, fall into the category of "unclassified controlled information." These types of information will be marked/labeled per DoD 5200.1-R, *Information Security Program*, Appendix 3, paragraphs AP3.2.2., AP3.3.2., AP3.4.2., and AP3.5.2.

14. Processing Classified Information. Currently, the WARB LAN is not authorized to process classified information without the use of encryption devices (TACLANES) prior to the information being processed through the WARB LAN.

15. Inadvertent Entry of Classified Information in the LAN. Classified information accidentally introduced into the LAN unencrypted requires immediate reporting and intervention by key personnel. Procedures set forth in DoD 5200.1-R and AFSSI 8580, *Remanence Security*,

will be strictly adhered to. As a minimum, the following personnel will be notified: the DAA, SC, Wing Information Awareness Manager, and the AFRC NOSC. The DAA will instruct the CSAs, SAs and/or NCC personnel, based on AFSSI 8580, paragraph A5, as to what level of sanitation to conduct.

16. Computers Used to Process Classified Information. Systems accredited to process classified information in a stand-alone configuration must be physically disconnected from the WARB LAN when processing classified information.

17. Sensitive Information.

17.1. User Responsibility. It is the responsibility of each user to properly protect and safeguard all sensitive information under their control. Sensitive information is defined in AFI 33-100, *User Responsibilities and Guidance for Information Systems*. Please note that the aggregation of information can result in the creation of sensitive data. For those occasions when guidance is needed to determine if specific information is sensitive or not, contact the 493 CS Information Systems Security office (439 CS/SCO).

17.2. Storage. The preferred method of storing sensitive information is to use removable storage media, such as floppy diskettes, CD's or DVD's. However, sensitive information may be stored on the "C:\\" drive. If you choose to store sensitive information on the "C:\\" drive, the user must take the appropriate security measure to protect that information. See AFSSI 8502 for further guidance.

17.3. Aggregating Data. When storing data on the LAN, each user must be careful to avoid collecting or grouping independent information where the sensitivity of the whole is greater than the sensitivity of the parts, potentially creating data not authorized for use on the WARB LAN. In no case will users aggregate data for placement on the LAN when any portion of the data taken individually, or taken as a whole, would be considered "classified." Users should also limit use of sensitive information on e-mail systems accessed through the LAN. Individual users should consult with their functional managers to determine when issues regarding aggregated data arise.

17.4. Transmitting Over E-Mail. When transmitting sensitive information over e-mail, the sender must ensure that the receiver is authorized to receive the data and has an official need to know. The e-mail message must conspicuously state that sensitive information is being transmitted. Further, if the message is transmitted to an off-site location, users are strongly encouraged to encrypt the message and all attachments. Use appropriate levels of protection to prevent unauthorized disclosure of sensitive information. See AFI 33-119, *Air Force Messaging*, for further information on this subject.

17.5. Disposition. Computer products that contain sensitive information will be maintained and disposed of in accordance with the opening paragraph of this instruction.

18. Remanence Security. Remanence security is the control of residual information that remains on magnetic computer storage media after erasure by standard program utilities such as the DOS delete operation or deleting a file using Windows Explorer. Sensitive information must be protected from unauthorized recovery of previously deleted data. This is accomplished by using either the remanence security process of clearing or purging.

18.1. Clearing removes sensitive information from computer storage devices (hard disks and floppy disks) in a manner that renders the data unrecoverable by normal system utilities or non-technical means. Clearing will not purge information from storage. Additionally, routines that only remove pointers and leave data intact are not acceptable methods of either clearing or purging storage devices. There are three authorized methods of clearing magnetic computer storage media:

18.1.1. Overwrite all locations with any single character. The Air Force Approved Products List identifies several commercial products that are available to overwrite all locations on MS-DOS formatted magnetic storage media (e.g., local hard drives and floppy diskettes).

18.1.2. Use a Type I degausser, and

18.1.3. Destroy the magnetic storage media.

Note: Either method 2 or 3 must be used whenever the overwrite method is not possible, such as when a hard drive is not operational.

18.2. Purging is the removal of sensitive information from computer storage devices in a manner that gives assurance, proportional to the sensitivity of the data, that the information is unrecoverable by technical means. Purging is associated with classified data and will only be required when classified data is inadvertently entered into the WARB LAN. Refer to AFSSI 8580 for additional information on clearing and purging magnetic storage media.

18.3. Users, ECs and SAs will clear magnetic storage media under their control that contain unclassified or sensitive information before reutilization, whenever the media is reallocated to another work center, or is no longer needed in the performance of official duties. Forward all documentation on systems cleared to the responsible ISSO, who is responsible for maintaining records on the clearing (See AFSSI 8580 for responsibility information). Information owners will review files for record management disposition requirements prior to clearing the files from the magnetic storage media.

18.3.1. Clearing is not required when an employee leaves an office and the workstation remains under the control of the functional organization.

18.3.2. User workstations and WARB LAN file servers do not require clearing of sensitive information when NCC personnel or CSAs perform equipment maintenance. If NCC personnel or CSAs cannot repair the equipment, they will notify the equipment user that vendor maintenance is required. Prior to sending a workstation to vendor maintenance, the hard drive files will be reviewed by the user to determine if sensitive information has been stored on the hard drive. If sensitive information is found, either the hard drive must be removed or those files containing sensitive information must be cleared. Prior to sending file servers to vendor maintenance, the file server hard drive will either be removed or all data files must be cleared to prevent the inadvertent release of sensitive information.

18.3.3. The AFRC NOSC has purchased for each AFRC base a licensed and Air Force approved overwrite program. Contact the ECO for the signing out of this program.

19. Security Training.

19.1. Initial and Follow-Up User Security Training. All new users will be licensed network users prior to being authorized to access the WARB LAN. Instructions for necessary Information Assurance Awareness Training can be found on the Westover ARB Intranet site.

19.2. Specialized Security Training. SA UCM and ISSO responsibilities are outlined in AFI 33-112 and CSA responsibilities in AFI 33-200. Specific training requirements can be found on the WARB Intranet site. The SAs should request training from the vendor of the specific system they are administering.

20. Reporting Vulnerabilities or Incidents. LAN users will immediately report vulnerabilities, security incidents, or unauthorized entry into the computer system to their UCM or ISSO. The ISSO or UCM, along with the OCM or CSA, will perform an initial evaluation of each security problem or incident, document the circumstances, begin corrective or protective measures, and accomplish follow-on reporting as required. In the case of an in-progress intrusion or suspicious activity, contact the NCC who will immediately contact the Air Force Computer Emergency Response Team (AFCERT). Suspicious activities include: browsing; disruption or denial of service; altered or destroyed input, processing, storage, or output of information; or changes to system hardware, firmware or software characteristics without the owner's knowledge. Formal reporting of COMPUSEC incidents is accomplished per AFI 33-138, *Enterprise Network Operations Notification and Tracking*.

21. Malicious Logic Incidents. AFI 33-138 provides instructions for reporting viruses detected in a government-owned information system. The user, upon detecting a suspected or actual malicious logic infection, must notify the ISSO or UCM. If able, the user will remove the virus using approved antiviral software. The OCM or CSA will remove the virus if the user is incapable of doing so. NCC personnel can also assist the OCM or CSA in removing the virus. Upon discovery of a virus, a formal virus incident report will be sent immediately to the Wing IA office via hardcopy or emailed to 439CS.SCB@westover.af.mil, using the reporting format located in table 5.3 and attachment 9 of AFI 33-138. Therefore, pertinent viral information should be recorded at the time the virus is detected and removed. The NCC will forward the report to HQ AFRC and AFCERT along with the action taken by the user, OCM, CSA or NCC personnel.

22. Internet Fraud, Waste, and Abuse (FWA) Reporting Procedures. All users must report potential security violations or other incidents directly to their CSA or ISSO who will determine the appropriate level of notification per AFI 33-138 for individual incidents. Non-COMPUSEC incidents may fall under the jurisdiction of other programs for investigation and reporting purposes. Examples include inadvertent disclosure of classified information (may or may not involve compromise); theft of information or information systems resources; Internet FWA, and copyright violations. You may use the Westover ARB FWA program to report violation; use AF Form 102, *IG Personal and Fraud, Waste and Abuse Complaint Registration*, for reporting to the IG. Unit commanders will be notified of any FWA incidents. Keep in mind the OCM and CSA may play an active role in the investigation and correction after the fact.

23. Unattended Terminals. All workstations that are logged onto the LAN will not be left unattended unless the user logs off the LAN (the preferred method), uses a password-protected screen saver, and/or employs physical measures (e.g., keyboard locks). All terminals will be logged out of the WARB LAN

24. Privately Owned Information Systems and Portable Electronic Devices (PED). Privately owned information systems owned by Air Force members, government employees, or contractor personnel will not be used to process classified information. Privately Owned Information Systems and Portable Electronic Devices (PED) will not be connected to the WARB LAN. The use of personally owned computers at work is strongly discouraged; however, it may be used for processing unclassified and non-secure information with DAA approval. AFSSI 8502 paragraph 3.8.4.2., and written DAA approval will specify the conditions under which the computer will operate and the duration of the approval. Using personally owned computer hardware and software for official business should be a last resort and actions should be taken to preclude their use. Per AFI 33-100, paragraph 3.4., connecting non-government Portable Electronic Devices (PED) to an Air Force Network is prohibited. If an individual requires a PED, they must request issuance of a government-owned PED.

25. Review of LAN AF Form 3215OP_AETC, C4 Systems Requirements Document. The Network Manager will review the technical solution for each major WARB LAN submission for possible impact on the WARB LAN security capabilities. The review is required prior to submission of the AF Form 3215OP_AETC for final approval.

26. Configuring Web Server. Some programs (e.g., Super TCP/IP) delivered as part of a standard workstation software package has the ability to convert a workstation into a Web Server. Workstations configured as Web Servers may create additional vulnerabilities to a user's personal data and the WARB LAN system. WARB LAN workstations or servers will not be converted into a Web Server under any circumstances. The only authorized web server that will be connected to the WARB LAN is contained and maintained in the NCC.

27. Notices to Airmen (NOTAMs), Time Compliance Network Orders (TCNOs), and Time Complaint Technical Order (TCTOs).

27.1. These advisories identify specific software and operating system vulnerabilities. By naming affected platforms and making recommendations for corrections, patches, or workarounds, the vulnerability of applicable named systems is minimized to an acceptable level.

27.2. AFI 33-138, provides instructions for the handling of NOTAMs and TCNOs.

27.3. The Information Assurance Vulnerability Management (IAVM) program point of contact (POC) at 439 CS/SCO will register to receive notices from the Air Force TCNO Tracker, and the Combat Information Transport System (CITS) Technical Orders/TCTOs Collaborative Environment. The POC will receipt for each advisory within the time frame stated in the advisory and notify all CSAs, SAs and FSAs of the advisory via email. The POC will use the available tools to track compliance and will report progress as directed in the advisory. For systems that do not become compliant via automated means, the POC will notify the responsible persons for that system, or the Help Desk as applicable.

27.4. For project management office (PMO) systems that are not updated by automated means, the SA will provide a weekly status report to the 439CS.SCBN@westover.af.mil mailbox on what action is being taken to comply with the advisory. If implementation of the corrective action is not possible, send an email to 439CS.SCBN@westover.af.mil explaining the problem. SAs will send a courtesy copy of all outgoing reports to their unit commander.

27.5. The NCC will validate that systems are compliant using AF approved automated systems if possible; otherwise compliance will be verified manually. The NCC will consolidate all unit responses and update WARB compliance status at the Air Force TCNO Tracker: <https://c4-notam-tracker.aetf.af.mil> and/or NCC TCTO Completion Form as applicable.

27.6. TCNOs and NOTAMs are also posted for all to reference at 33d Network Warfare Squadron (AFCERT) Advisory List (https://33nws.lackland.af.mil/advisories/advisory_list.asp) or as disseminated by AFRC or 439 CS. Further guidance for PMO systems is available on the Air Force Network Operations and Security Center (AFNOSC) TCNO Dashboard (<https://tcnod.afnosc.af.mil/TCNOStoplightChart.aspx>).

27.7. TCTOs. CITS equipment is patched only under directions from the CITS PMO. Additional information is available via AF Knowledge Now (AFKN) CITS Technical Orders/TCTOs Collaborative Environment (<https://afkm.wpafb.af.mil/ASPs/CoP/EntryCoP.asp?Filter=OO-TO-MC-31>).

27.8. C4 NOTAMS. Command, Control, Communications, and Computers Notice to Airmen (C4 NOTAM) are closely related to TCNOs with the primary difference being that they are informative in nature and are not used to direct actions. The types of C4 NOTAMs are Informative, Scheduled Event, Unscheduled Event, and Summary. Informative C4 NOTAMs (IC4N) serve as the primary vehicle for disseminating network information that does not require specific actions to be taken or compliance to be tracked. In some cases, acknowledging receipt of an IC4N may be required. Although IC4Ns do not require compliance reporting, the responsibility remains with the recipient to take actions necessary to protect the AFEN.

28. Computer Shares. A share gives the ability to allow remote users at other workstations access to a drive, folder, or application on another workstation.

28.1. The only shares allowed and required on workstations are shares designed to administer or security scan the workstation. These shares must be hidden and only allow access to personnel contained in the administrator group.

28.2. Information shared data will be maintained on network drives maintained in the NCC so that share access is controlled by the network domain controller user-identification/password system.

28.3. Functional application servers can share folders used directly in support of the server's applications and for software distribution for the application. The C&A package for the server must identify these shares and the protection used to secure the shares. These shares will not be used to share out other organizational information. This information will be shared out on network drives maintained in the NCC.

29. PDAs. A PDA (e.g., Palm Pilot®, Cassiopeia®, or Blackberry® devices) is an automated information system and therefore is subject to Air Force policy and guidance governing the security, inventory, retention and use of a desktop or notebook computer. PDAs will not synchronize to a PC using a wireless (e.g. infrared (IR) port) connection but may use a cable connected between the two systems. IR ports are to be disabled. If the IR port is unable to be disabled, the IR port will be covered with a visor or similar object (i.e. dark tape). Users will not

be issued PDAs until they understand and agree to the terms outlined in AFSSI 8502, paragraph 3.5.1. and the AFRC guidance letter on PDAs.

30. Wireless. Wireless access to the WARB LAN is available to certain parts of the base.

30.1. Additional wireless coverage to areas without can be requested by submitting AF Form 3215, detailing the requirement.

30.1.1. Only the NCC can connect wireless access points (APs) to the WARB LAN.

30.1.2. All wireless systems must comply with the CITS PMO documents for Air Force wireless.

30.2. All wireless devices must be configured by authorized NCC personnel, CSAs or FSAs.

30.2.1. The following information must be documented by the NCC for all wireless devices connected or connecting to the WARB LAN.

30.2.1.1. Device name.

30.2.1.2. Device model.

30.2.1.3. Wireless NIC MAC address.

30.2.1.4. Unit using wireless device.

30.2.2. If a device (i.e. laptop) has the capability to connect to the WARB LAN via multiple methods (wireless NIC, wired NIC, modem, etc.), only one method may be enabled at a time. All other methods must be disabled.

30.3. Wireless users must sign and return the "Wireless Consent to Monitoring and Security Briefing" memorandum to 439 CS/SCO in order to be authorized access to the WARB LAN via wireless and be in compliance with AFI 33-219, Attachment 3, paragraph A3.3.6.2.

31. Adopted Forms:

AF Form 102, *IG Personal And Fraud, Waste And Abuse Complaint Registration*

AF Form 3215, *C4 Systems Requirements Document*.

ROBERT R. SWAIN, JR., Col, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 31-401, *Information Security Program Management*, 1 November 2005 Incorporating Change 1, 19 August 2009

AFI 31-501, *Personnel Security Program Management*, 27 January 2005

AFI 33-100, *User Responsibilities and Guidance for Information Systems*, 19 November 2008

AFI 33-112, *Information Technology Hardware Asset Management*, 7 April 2006

AFI 33-114, *Software Management*, 13 May 2004

AFI 33-115, Volume 2, *Licensing Network Users and Certifying Network Professionals*, 14 April 2004

AFI 33-119, *Air Force Messaging*, 24 January 2005

AFI 33-129, *Web Management and Internet Use*, 3 February 2005

AFI 33-138, *Enterprise Network Operations Notification and Tracking*, 28 November 2005

AFI 33-210_AFGM1, *Air Force Certification and Accreditation (C&A) Program (AFCAP)*, 23 December 2008

AFI 33-219, *Telecommunications Monitoring and Assessment Program (TMAP)*, 1 May 2006

AFI 33-200, *Information Assurance (IA) Management*, 23 December 2008

AFI 33-332, *Privacy Act Program*, 29 January 2004

AFI 33-364, *Records Disposition—Procedures and Responsibilities*, 22 December 2006

AFMAN 33-223, *Identification and Authentication*, 29 July 2005 Incorporating Through Change 4, 28 August 2006

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 33-2, *Information Assurance (IA) Program*, 19 April 2007

AFSSI 8502, *Organizational Computer Security*, 18 September 2008

AFSSI 8580, *Remanence Security*, 17 November 2008

DoD 5200.1-R, *Information Security Program*, 14 January 1997

DoD 5500.7-R, *Joint Ethics Regulation*, 1 August 1993

AF Form 102, *IG Personal and Fraud, Waste And Abuse Complaint Registration*, 4 April 2003

AF Form 3215 OP_AETC, *C4 Systems Requirements Document*, 28 May 2002

Terms

Accreditation— Formal declaration by the DAA that an information system is approved to operate in a particular security mode using a prescribed set of safeguards and controls.

Information System— Any equipment or interconnected system or subsystems of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data and includes software, hardware and firmware.

Certification— Comprehensive evaluation of the technical and non-technical security features and countermeasures of an information system to establish the extent to which a particular design and implementation meet a set of specific security requirements.

Computer Security Manager (CSM)— Official with supervisory or management responsibility for an organization, activity, or functional area that owns or operates an information system.

Countermeasure— The sum of a safeguard and its associated controls.

Designated Approving Authority (DAA)— Official with the authority to formally assume responsibility for operating an information system or network within specified environment.

Information— Data derived from observing phenomena and the instructions required to convert that data into meaningful information. **Note:** Includes operating system information such as system parameter settings, password files, audit data, etc.

Privacy Act Data— Privacy is a personal and fundamental right protected by the Constitution of the United States. Protecting individuals from unwarranted invasion of their personal privacy is the overriding purpose of Privacy Act of 1974. Some common examples of non-releasable data to a third party (without the concerned individual's consent) are medical records, recall rosters, manpower and personnel records, training records, individual financial information, information regarding marital status and dependents, ethnic background, religious preference, and information of a personal nature. See AFI 33-332, *Privacy Act Program*, for detailed information.

Privileged Data— Data that is not subject to usual rules because of confidentiality imposed by law, such as certain chaplain, legal, and medical, safety, and internal organizational management records (e.g., quality assurance data or credentials committee records).

Proprietary Data— Proprietary information is material and information relating to or associated with a company's products, business, or activities. Examples of proprietary data are copyrighted material and patented material and/or information.

Safeguards— Protective measures and control prescribed to meet the security requirements of an information system.